

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DOMESTIC PARTNERSHIP, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

<b>HOW TO APPLY</b>	Applications (Form Std. 678) are accepted continuously and OREA will notify and test qualified applicants as needs warrant.
<b>WHERE TO APPLY</b>	DEPARTMENT OF REAL ESTATE 2201 BROADWAY Attn: (MC) PO BOX 187000 SACRAMENTO, CA. 95818-7000 Testing Information: (916) 227-0795
	<b>Note: If you have a disability</b> and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.
<b>APPLICATION DEADLINE</b>	CONTINUOUS FILING
<b>EXAMINATION INFORMATION</b>	The examination will consist of Qualifications Appraisal Panel Oral Interview (QAP) only weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. <b>NOTE:</b> A candidate may test only once during any testing period: January 1 - June 30; July 1 - December 31
<b>PANEL INTERVIEW</b>	Qualifications Appraisal Panel Interviews will be scheduled as conditions warrant.
<b>SALARY RANGE</b>	\$4425 - \$5378
<b>ELIGIBILITY REQUIREMENTS</b>	All applicants must meet the minimum qualification requirements for this examination by the Qualifications Appraisal Interview date. <b>NOTE:</b> All applications/resumes must include: "to" and "from" dates (mm/dd/yy); time base, class titles, and duties. Applications/resumes without this information may be rejected. <b>When submitting the application, please provide a copy of your diploma and OREA license/certification.</b> ( Applicants who do not hold such a license or certification but meet the education and experience criteria for a real estate appraiser license or certification will be admitted to the examination and may be appointed, but must satisfactorily meet the requirement within six months. Failure to do so may be considered evidence of unsatisfactory progress and cause for rejection during the probationary period.)
<b>MINIMUM QUALIFICATIONS</b>	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern as distinguished as "Either" Pattern I, "or" Pattern II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.  Note: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read and understood, and possess the basic qualifications required. <b><u>Either I</u></b>  <b>Experience:</b> Two years of experience in California state service performing property appraisal duties of a class equivalent to an Assistant Property Appraiser. (Applicants who are within six months of meeting this requirement will be admitted to the examination but must satisfactorily meet the requirement before they can be considered eligible for appointment.) <b><u>Or II</u></b>  <b>Experience:</b> Three years of experience preparing formal real estate appraisals or technical appraisal reviews. <b><u>And</u></b> <b>Education:</b> Equivalent to graduation from college, preferably with an emphasis in real estate, finance, business administration, or economics. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.) (Experience in California state service applied toward this pattern must include two years of experience performing duties in a class equivalent to an Assistant Property Appraiser.)  <b><u>Must hold in good standing a full license, residential certification or general certification, issued by the OREA.</u></b> (Applicants who do not hold such a license or certification but meet the education and experience criteria for a real estate appraiser license or certification will be admitted to the examination and may be appointed, but must satisfactorily meet the requirement within six months. Failure to do so may be considered evidence of unsatisfactory progress and cause for rejection during the probationary period.)
<b>JOB DESCRIPTION</b>	Perform a variety of independent complex property appraisal, appraisal review, and investigative functions related to the licensing and certification of real estate appraisers, the accreditation of real estate appraisal education courses, and the investigation of complaints of unethical or illegal activity against real estate appraisers who are licensed or certified by the Office of Real Estate Appraisers (OREA).

## CONTINUOUS FILING

POSITION	
LOCATION	All positions are located in Sacramento.
EXAM INFORMATION	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p><b>Scope:</b></p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>General appraisal methods, procedures and terminology.</li><li>Provisions of the Government Code, Business and Professions Code, California Code of Regulations and other codes applicable to real estate appraiser licensing and certification.</li><li>Title XI of the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA) of 1989.</li><li>The Uniform Standards of Professional Appraisal Practice and their application.</li><li>The guidelines of the Federal Appraisal Subcommittee and their applications.</li><li>Administrative and criminal procedures.</li><li>Investigative techniques and methods used in securing and preserving evidence.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>Apply the required knowledge.</li><li>Conduct appraisals, appraisal reviews, or other market analyses and research of real property.</li><li>Develop techniques, methods, and skills required to conduct administrative and criminal investigations and draw sound conclusions.</li><li>Analyze situations accurately and take effective action.</li><li>Prepare clear, complete and concise reports.</li><li>Communicate effectively.</li></ol>
ELIGIBLE LIST INFORMATION	<p>A departmental eligible list will be established for the Office of Real Estate Appraisers. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The eligible list will be used to fill vacancies in Sacramento only.</p> <p><b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p>
SPECIAL PERSONNAL CHARACTERISTICS	<p>Willingness to travel and work odd hours away from the office; integrity and objectivity to conduct all work ethically and with independent judgment; and satisfactory records as a law-abiding citizen.</p>
VETERANS PREFERENCE	<p>Veterans Preference credit is not granted in this examination since it does not qualify as an entrance examination under the law.</p>

**GENERAL INFORMATION**

**The Office of Real Estate Appraisers reserves** the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**It is the candidate’s responsibility** to contact the Office of Real Estate Appraisers Personnel Office (916) 227-0802 four weeks after submitting an application if he/she has not received a progress notice.

**If a candidate’s notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available at the State Personnel Board**, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

**If you meet the requirements stated** on the reverse, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. The candidate's performance in the examination described on this bulletin will be rated against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Oral interviews are scheduled in Sacramento.

**Eligible Lists:** Eligible lists established by examination, regardless of date, must be used in the following order; 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the Information Center of the State Personnel Board.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.